

# Where are you really from?

## Terms & conditions and consent form

**Please read this carefully and sign and date it before returning it with your photograph(s) and the filled-in Q&A 'Your Submission' about yourself for our website.**

The scope of the project is to showcase the ethnic diversity of the NHS by inviting Black Asian and Minority Ethnic (BAME) staff to share their stories with us. For the purpose of this project, BAME means everyone who identifies their ethnicity as other than 'white British'. Although we welcome non-BAME participation on our website, the book will focus on the stories of BAME participants.

We hope to promote the project widely across the NHS and the UK through social media as well as word of mouth and would encourage people from all sectors of the NHS to participate. Hospital and community-based staff as well as those based in the pre-hospital sector are all welcome.

If you want the chance to take part, the first step is to complete our Word document 'Your Submission' and also submit up to three colour photos of yourself that reflect your role in the NHS. Submissions must be sent to [whereareyoureallyfromproject@gmail.com](mailto:whereareyoureallyfromproject@gmail.com) with a signed consent/release form to give us your permission to share your story and photo on our website. We may need to carry out minor edits to your photo to maximise its visibility. Your submission will be screened by our team and uploaded on to our website. Due to limited resources we may not be able to inform you when your submission will be uploaded but please contact us if you haven't seen it within 28 days of your submission.

There is no financial commitment or obligation for you to engage with this, but you may wish to support the project by donating to our crowdfunding page <https://www.crowdfunder.co.uk/where-are-you-really-from>. As this is a project where all profits go to charity, we cannot pay for any submissions. Your privacy is very important to us and if you feel that you no longer want your submission to be visible on the website please inform us in writing and will ensure it is taken down but please be patient with us as it may take up to 28 days to do this. Your email and any contact details will not be published or shared. We will only publish your name, job title and the name of the Trust and/ or hospital/ clinic at which you are employed. All digital information can be destroyed if you email us at [whereareyoureallyfromproject@gmail.com](mailto:whereareyoureallyfromproject@gmail.com) and request this. No information will be shared, sold or divulged to third parties.

We will convene an expert panel to select up to 100 submissions from those submitted to the website in order to ensure we have a balanced and fair representation of the participants. Those who are selected will be contacted to participate in an interview by a professional writer, either by phone or online, to be interviewed for the book. Once you have approved the article, the piece will be included in our publication. We will send those included in the book a free copy as a thank you for participation.

As the project is for charity we cannot give more than one book to each [book] participant, but you can purchase extra copies to give your family and friends to celebrate your inclusion. There is no charge for your participation. We are expecting good sales so please think carefully about your submission, as once the book is published we will not be able to retract it. We cannot guarantee that all entries will be published in the book and the editorial panel will have final say on those who are selected and will retain copyright of images to be used in promotional and other media related to this project.

### **Essential requirements**

- You must be an adult (over the age of 18) who is living and working in the UK
- You must have spent more than two years working in the NHS; you do not have to be currently working in the NHS, or you may have even been retired or working less than full-time.
- We are looking to showcase the work of Black, Asian and Minority Ethnic (BAME) staff. The term BAME can be confusing and it does not just refer to those who are dark-skinned. For the purposes of this project, BAME means everyone who identifies their ethnicity as other than white British.
- We would encourage anyone who identifies with this term to submit their story. People of mixed heritage who identify as BAME are more than welcome to submit.

### **Rules**

- We will not entertain any forms of abuse towards others, any profanity or abusive rants towards other individuals, employers, the NHS or this project.
- We will not publish any commercial links to services or businesses. We will not publish any personal contact details or links to websites unless you wish to become an official sponsor.
- We will not publish material that may be deemed hurtful, vulgar, racist or inappropriate.
- We will not accept any submissions that are not accompanied by a signed and dated copy of our terms and conditions and consent form.
- We reserve the right to print in colour or black and white and to use images and words for promotional material related to this project.
- We will retain copyright of words and images submitted.
- We cannot guarantee that every submission will appear in the printed book.
- We take no responsibility for any harm or losses made by participants as a result of participating in this project or sharing your information with us.
- Each participant will submit having read and agreed all of these terms.
- Individuals submitting will be liable for any data breaches related to their entry; we will not share any details with any third parties beyond the scope of this project.
- By submitting to Where are you really from? the individual submitting will, in submitting, have agreed to all of our Terms and Conditions and will be wholly liable for any losses of information via the internet or otherwise.
- We will not be responsible for any financial or other losses incurred.

### **Submitting your word document**

You can download the template from our website, complete it and email it to us with your photo(s) and a signed and dated consent form.

## Submitting photos

The aim of the book is to showcase your story and to showcase you through your photos. Due to COVID-19 we cannot send a professional photographer to your workplace, so it's up to you to be creative, safe and tasteful when it comes to what you submit.

- Photos should ideally reflect your work, but you have to be mindful that if you work in ITU you must not take photos in areas that can breach patient confidentiality or break your workplace guidance. Think about how you want the world to perceive you. We want to see your face, which is not hiding behind PPE, but at the same time if you need to be wearing PPE don't take it off for a photo opportunity. Think of your colleagues / patients and the public so that the photos are in good taste and not in breach of any of your professional obligations. If we feel they are unsuitable we will reject the submission. We will not tolerate obscene or vulgar images.
- Think of the composition and the environment rather than a head and shoulders passport style photo. Be daring and different but **bear in mind the above**.
- If you are going to use your smartphone, use the back lens to get a higher resolution image, avoid selfies and ensure there is good lighting and that you are the sole subject in the frame. If possible try not to use the flash, but if needed (if the picture is blurry) try to take the same picture with the flash and another without. We will reject images with patients in the background. We do not advise pictures with patients unless we have explicit clear written consent of patients to release their images. Although patients are important, the book is about NHS staff.
- We want to showcase the real you so if you are having a bad hair day, don't worry.
- You are welcome to send us three colour high-res images that we may use on the website. Pictures may appear on the website in black and white, or colour.
- If you are a paramedic or technician please be mindful of where you take your photos and of what is in the background. Adhere to infection control guidance.
- Avoid taking pictures of minors.
- Most modern smartphones and cameras are more than capable of achieving the minimum quality of pictures which we will require. Please set your smartphone or camera to its maximum setting for jpeg format. If your camera can take pictures in "raw" format, then do so instead of jpeg. Our minimum file size requirement is 1.5MB, with no upper limit.
- When sending large files to our email (whereareyoureallyfromproject@gmail.com) you may need to use free file sharing sites such as [www.wetransfer.com](http://www.wetransfer.com) or [www.yousendit.com](http://www.yousendit.com). But in most cases your regular email portal will be more than capable of handling the files. Do not embed photos into the Word document. Send

them separately and label them with your name so we can match them to your story.

### Photography: individual consent form

I consent to the **Where are you really from?** project team using photographs of me, taken by me, for the purposes of internally and externally promoting this project. These images can be used in any media (existing or in future) including print and digital media formats such as print publications, books, brochures, websites, posters, banners, advertising, film, social media. This will only be done to raise awareness around the project or raise funds for our partner charities.

I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as EU/UK legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive on our website.

I agree that:

- I will not be paid a fee in respect of any use made of the photograph(s) and/or video recording(s) but have the opportunity of being involved in promoting this project in the manner set out above;
- Copyright in the image(s) and/or video recordings will be retained by the authors of this project; and
- I consent for the **Where are you really from?** project team to have the right to edit, modify, crop, add to or subtract from the photographs and/or video recordings at its discretion and without my approval.
- I have read and understand the conditions and consent to my images and or video recordings being used as described.

Print Name	
Signature	
Date	

Our team is committed to processing information in accordance with General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes.

### **Your rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask us in writing at [whereareyoureallyfromproject@gmail.com](mailto:whereareyoureallyfromproject@gmail.com) to stop using your images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.

You have the right to lodge a complaint against **Where are you really from?** project regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

If you have any questions relating to this consent form or the way we are planning to use your information please contact us by the email above or through our website.